



Position Announcement

The United States Peace Corps program in Kosovo seeks a qualified and motivated candidate for the following full-time position:

General Services Manager, FSN-6 (€12,961.00)

The United Peace Corps is a non-political, non-religious organization, which will bring American Volunteers to Kosovo to teach English and to work with Municipalities and NGOs. The Peace Corps is an agency of the United States Government and was founded by President John F. Kennedy in 1961. General information about Peace Corps can be found on www.peacecorps.gov.

The **General-Services Manager** will work as a member of the Administrative Unit supporting the entire Peace Corps Kosovo Program. The General Services Manager will:

- Utilize safe, courteous, and attentive driving skills to transport staff, volunteers, and equipment to various locations throughout Kosovo
- Perform routine and non-routine maintenance tasks for the office and staff residences
- Be responsible in conjunction with Director of Management & Operations for the overall management of the vehicle fleet, including maintenance and reports
- Assist with acquisition and procurement of all supplies for Peace Corps Kosovo
- Assist with the management of leases and service contracts
- Assist with all shipping and customs issues for incoming and outgoing shipments
- Serve as direct supervisor for General Services staff
- Provide physical labor assistance when requested
- Assist with deliveries, pick-ups, and other logistical tasks
- Write reports as needed

Mandatory Qualifications

Education: University education and a valid driver's license with a class "B" designation required. In lieu of university education, 10+ years experience in a similar position may be considered.

Professional Work Experience: Minimum 5 years experience working as a logistics manager/officer, preferably for an international organization. Tasks should have included administration, staff management and supervision, property/inventory management, procurement and acquisition, contracting, and vehicle fleet management.

Language: Fluent oral and written Albanian and a highly proficient knowledge of oral and written English are required. Knowledge of Serbian and other languages is also desired.

Skills and requirements:

- General knowledge of logistics management
- Understanding of inventory management processes
- Understanding of basic procurement principles
- Knowledge of Shipping and Customs for Kosovo
- Skills and abilities with small equipment and vehicle maintenance is desired
- A working knowledge of Kosovo's road systems, distances and conditions of travel
- No prior at fault vehicle accidents and/or traffic citations/violations within the last 5 years
- Excellent health and fitness as it relates to physical labor
- Excellent interpersonal communication and organizational/time management skills
- Strictly adheres to all USG and PC vehicle policies and regulations
- Proactive attitude and flexibility
- Ability and willingness to follow directions and training from supervisors
- Polite manners, professionalism and sense of discretion under all circumstances
- Experience working in a cross-cultural setting as a part of an intercultural team
- Proof of clean driving record from police is required
- Knowledge of Microsoft Office programs (Word, Excel, Outlook)

This position begins as a Grade 6 with an annual salary of €12,961 + benefits.

Important! Applicants must clearly describe or demonstrate how they meet each of the mandatory qualifications. Qualified and interested candidates should send a description of their qualifications and CV by e-mail to kosovopc@peacecorps.gov. The SUBJECT LINE of this email MUST state: **Application for General Services Manager**. Hard copies of applications will not be accepted.

Closing date: applications must be received **no later than midnight February 2, 2014 to be considered**. No phone calls or personal visits related to this vacancy will be accepted. Only short-listed candidates will be contacted.

The Peace Corps is an equal opportunity employer.